

4 August 1978

NOTE FOR THE RECORD

SUBJECT: MINUTES OF MARKINGS TASK FORCE - 3 August 1978

ATTENDEES:

Members

Observers

STAT

After introductions of the members of the group, the Chairman stated the goal of this task group should be to develop clear instructions as to what markings are to be used and how they are to be used so that all Agency employees can easily understand what is required.

The meeting was then open for general discussion. The first area addressed was portion markings. OGC felt it will be difficult to get waivers from ISOO. The OGC rep stated we should be able to get a portion marking waiver for one specific type of information mentioned by DDO which involves critical time factors. Such reasons as administrative errors or the chance of typographical mistakes would not justify a waiver from portion classification. It was felt all requests for waivers should be consolidated into one request to ISOO; therefore each request must have a strong justification so other requests are not jeopardized.

Another decision to be made by this task group in regard to portion marking is whether we want to include control markings in the portion marking requirement. The E.O. requires only national security classifications (TS, S, C, or U) to be indicated for each portion.

One problem posed by NFAC in the area of markings is the requirement in the draft directive that all markings (i.e., identification of classifier, date for declassification or review, etc.) be on the front cover of publications. Presently NFAC is putting this information on the inside of the front cover of their publications and would like to continue doing so. They don't want to detract from the appearance of the cover by including this additional information on the front. The

OGC rep felt that as long as the security classification was shown on the face of the publication there should be no problem with putting the additional markings inside the front cover. He will try to change the language of the directive to make this more clear.

The problem of marking electronically transmitted material was brought up; could we continue putting the markings at the end of the message, even though some messages which are long may be reproduced on more than one sheet of paper? After discussing this it was tentatively decided the markings could continue to be put at the end of a message and the receiver of the message would be responsible for putting markings on the first page of reproduced copies, if the directive continues to require this.

When faced with the question of the level of standardization the task group should strive for, some suggestions of having the directive include standard abbreviations for the entire government or working with the Information Handling Committee (IHC) on Intelligence Community standardization were offered. It was decided we should devote our time to developing Agency standards which will be published in the Federal Register. But it was felt that any abbreviations developed should be spelled out on documents sent out of the Intelligence Community.

The question of what markings this task group will be addressing was raised. Some members felt we should only take care of what was required by the Executive Order and others felt we should take care of everything, including the control markings for unclassified material. The consensus was that we should face the whole problem now rather than doing a piece at a time. One suggestion was that we use the CIA Act of 1949 and the exemption categories of the FOIA as a basis for unclassified markings.

The Directorate reps were asked to make up a list of all of the markings being used in their directorates now and their purpose, excluding the national security classifications and SCI markings, although these areas will have to be addressed in regard to abbreviations & uniformity in their application.

Three other areas the group should address were suggested:

1. Markings to indicate what was done with information due to a mandatory review, FOIA or PA request.
2. Similar markings to be placed on documents during the systematic 20 year review.
3. Special markings to indicate clandestine human agent information, crypto information and foreign government information.

At the conclusion of the meeting the Directorate reps were asked to start their lists of markings being used in their directorates and a list of waivers which might be necessary.

25 July 1978

NOTE FOR C/ISAS

FROM C/RAB

QUESTIONS ON 20 July DRAFT NSC DIRECTIVE

Section I.F.(1) - Is office of origin mandatory and if so, can we request a waiver from Information Security Oversight Office for specific offices?

Section II.B - What is meant by "in accordance with guidance from an authorized classifier?" Does this mean in the form of classification guides, or verbal or written general guidance given to an unauthorized classifier to exercise the authority of the authorized classifier giving the guidance?

Section III.A - What is the purpose of the Information Security Oversight Office reviewing agency rosters of officials designated as declassification authorities?

GENERAL QUESTIONS TO BE RESOLVED

Will classification program be centralized or decentralized?

If centralized, assume AI/DDA will head the program, but be administered by ISAS/RAB (or will it be RRB)?

Copies of classification guides are required to be held at a central point. Where? (NSC Draft, ~~III.B.~~)

NSCA delegations - centralized management? (NSC Draft, I.D. (2) 20 July 20 July who needs orig. class. authority?)

Will we, and if so, how will we, limit use of derivative classification and guides? (NSC Draft, II.A) 20 July

Establish program and channel for challenging classification decisions (NSC Draft, ~~IV.E.(1)~~). 20 July

Need list of exemptions from portion marking for ISOO approval (NSC, I.F.(7)). 20 July

(Marking Task Force...)

(NSC Draft, I.F.(3)) Who will review documents marked for declassification review prior to 20 years? 20 July

Class. Mgmt. Program :

- a) guides (coordination + repository)
- b) NSCA delegations central point
- c) ~~policy on administering~~
- c) clearance for reporting to ISOO
- d) answer any questions re applying requirements in regs.

1. Additional classification criteria determined under 1-301(g) shall be reported promptly to Director, IS00. (1-304)
2. Requests for waiver of portion markings. (1-504)
3. Requests for extension of 10-year period between subsequent declassification reviews for specific categories of information. (3-401)
4. Special procedures for systematic review of classified information concerning human sources shall be reviewed and approved by Director, IS00. (3-403)
5. Agency implementing regs and guidelines for systematic declassification review. (Director, IS00 may require any changes to regs or guides if not consistent with Order and implementing directives (5-202(f)). (5-401)
(also foreign govt info. guidelines (III C. (1) b))
6. Unclassified regs and declassification guidelines shall be published in the Federal Register. (5-402)
7. Any information or reports requested by Director, IS00. (5-405)
8. Report violations under 5-502 to Director, IS00. (5-504)
9. Roster of officials designated as declassification authorities.
(NSC Draft, Section III A)

20 July

Director, IS00 shall have non-delegable access to accountings for special access program. (4-204)

Report to Attorney General evidence reflected in classified information of possible violations of criminal law. (5-505)

24 July 1978

I. Introduction

1. The following guidelines are authorized for use in the systematic review of:

(a) documents and information originated by or clearly attributable to the Central Intelligence Agency and predecessor agencies for which the CIA is the official successor in function and responsibility.

(b) information appearing in the records of other agencies of the United States Government over which the CIA has exclusive or final authority.

2. These guidelines are applicable to all records (as defined in 44 USC 3301) which have been determined by the Archivist of the United States to be of permanent historical value and/or are in the possession and control of the Administrator of General Services pursuant to 44 USC 2103-2107. They define the specific categories of information which, because of their continuing national security sensitivities, require

continued protection beyond twenty years. These guidelines do not supercede restrictions imposed by the originators of documents and information over which the CIA does not have exclusive or final authority.

3. Unless otherwise specified:

- (a) all documents requiring continued protection will be so protected at the Confidential level;
- (b) compartmenting will continue to apply;
- (c) exempted material will be protected in accordance with statute, pertinent Executive Orders, the appropriate regulations of the CIA, and rules of the agency having custody of the records themselves;
- (d) CIA-originated information of continuing national security sensitivity which appears in an unclassified format, shall, when identified, be protected as if security classified, and be referred to the CIA for an appropriate review determination.

II. Sources and Methods

1. It is particularly important in the review of CIA material to remember that ^{the} ~~the~~ mission of the CIA ^{is} ~~is~~ the collection and analysis of clandestine information and the performance of special activities in support of the foreign policies of the United States Government. This mission involves sources and methods of intelligence which will be revealed or referred to in CIA records. The Director of Central Intelligence has the statutory responsibility for protecting intelligence sources and methods from unwarranted disclosure.

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Next 5 Page(s) In Document Exempt

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Classification Guides and Regulations

1. Guides

5-4

- a. "guides for security classification that will facilitate the identification and uniform classification of information requiring protection under the provisions of this Order" shall be promulgated by agencies with original classification authority.

2-2

- b. "Classification guides used to direct derivative classification shall specifically identify the information to be classified"
 - (1) "Each classification guide shall specifically indicate how the designations, time limits, markings and other requirements of this Order are to be applied to the information."
 - (2) Each such guide shall be approved personally and in writing by an agency head or by an official with Top Secret classification authority.

2. Regulations

1-5

- a. For documents classified for more than six years, the reason for the prolonged classification may be stated by reference to criteria set forth in Agency implementing regulations". "These criteria shall explain in narrative form the reason the information needs to be protected beyond six years".

5-4

- b. A copy of any informative security regulations adopted shall be submitted to the IS00.
 - (1) to the extent practicable, such regulations should be unclassified (may be classified by implication)
 - (2) unclassified regulations that establish agency information security policy shall be published in the Federal Register.

5-2

- (3) DIS00 shall review all Agency implementing regulations and require any regulations or guidelines to be changed subject to appeal.

TASK FORCE CLASSIFICATION/DECLASSIFICATION/MANDATORY REVIEW

DECLASSIFICATION

5-4

1. "Guideline for systematic declassification review"

- a. should be unclassified to the extent practicable (classified guidance implied)
- b. in unclassified form, shall be published in the Federal Register (no date specified)
- c. shall be submitted to DIS00 (including classified) for review

3-4

- d. shall be promulgated within 180 days after 1 December 1978
- e. shall be prepared after "consultation with the Archivist of the United States."
- f. shall be reviewed by IS00 before issuance
- g. "shall state specific limited categories of information"
- h. "shall be authorized for use by the Archivist of the U.S."

NOTE: CIA will want to prepare special guidelines for use by
36 the Archivist re segregation of material for CIA review.

- i. "may, upon approval of the issuing authority, be used by any agency having custody of the information"

CAUTION: "All information not identified in these guidelines as requiring review and for which a prior automatic declassification date has not been established shall be declassified automatically at the end of twenty years from the date of original classification."

2. "The DCI may establish special procedures for systematic review and declassification of classified information concerning the identities of clandestine human agents."

- a. shall be reviewed and approved by DIS00 prior to implementation
- b. shall be consistent, so far as practicable, with the objectives of Section 3-401 and 3-402.

DECLASSIFICATION (Continued)

3. Guidelines for review for declassification of foreign government information after 30 years

- a. shall be developed by Agency heads, in consultation with the Archivist of the United States and, where appropriate, with the foreign government or international organization concerned.
- b. ...shall be authorized for use by the Archivist of the U.S.

NOTE: This provision apparently refers back to 3-203: "classified information transferred to the GSA for accession into the Archives of the U.S. shall be declassified or downgraded by the Archivist of the U.S. in accordance with this Order, the directives of the IS00, and the Agency guidelines." However, CIA will want to prepare special guidelines for use by the Archivist re segregation of material for CIA review.

- c. may, upon approval of the issuing authority, be used by any agency having custody of the information.

NOTE: The DIS00 may extend the period between subsequent reviews for specific categories of documents or information. (10 year intervals for 20 year old information and no mention of interval for subsequent review of foreign government information).

Question: What "specific categories of documents or information" should a waiver of the 10 years review interval be sought?

- a. Foreign government information *covered in directive*
- b. Other?

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PROPOSED CLASSIFICATION FORMAT

1. TEXT DOCUMENTS	Stamp, type, or print C, S or TS. (If entire text is unclassified, no need to mark)
2. <u>FORMS</u> a. Manual type b. Input forms c. Output forms d. aperture cards, folders, envelopes	

Approved For Release 2006/04/19 : CIA-RDP86-00674R000300080014-4

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PROPOSED STANDARD IDENTIFICATION AND MARKINGS FOR ORIGINAL CLASSIFICATION

INFORMATION NEEDED	MARKING	COMMENTS
1. DATE OF ORIGINAL CLASSIFICATION		
2. OFFICE OF ORIGIN		Waiver for such as T&A's.
3. IDENTITY OF CLASSIFIER	CL BY <u>123456</u> or signer or approver of document.	<i>should always use Emp. No.</i>
4. DATE OR EVENT FOR DECLASSIFICATION OR REVIEW	Declassify on <u>date</u> or Review on <u>date</u> . Declassify upon <u>event</u> .	Up to and including 6 years by C, S or TS classifier; beyond 6 years by TS classifier only.

Approved For Release 2006/04/19 : CIA-RDP86-00674R000300080014-4

INFORMATION NEEDED	MARKING	COMMENTS
5. IDENTITY OF EXTENSION AUTHORITY	Extended by <u>123456</u> (TS classifier)	<p>Needed only if classification is extended beyond 6 years and classifier does not have IS classifying authority.</p> <p><i>Do we need if citing a guide?</i></p>
6. REASON FOR EXTENSION	Reason <u>(cite regulation)</u>	<p>Needed only if classification is extended beyond 6 years.</p>
7. DOWNGRADING	Downgrade to <u>classification & date</u>	
8. PORTION (OR PARAGRAPH) MARKING, SUBJECT AND TITLES	<p>TS, S, C, U immediately precede text.</p> <p><i>OR follow</i></p>	

INFORMATION NEEDED	MARKING	COMMENTS
9. OVERALL AND PAGE MARKINGS (BOUND/UNBOUND)	<p><u>Covers, title page or first page</u></p> <ul style="list-style-type: none"> a. highest classification b. applicable markings (1-7) <p><u>Interior Pages (if portion marked)</u></p> <ul style="list-style-type: none"> a. highest classification of page including "Unclassified". b. highest classification of entire document (in special situations). <p><u>Interior Pages (if not portion marked)</u></p> <ul style="list-style-type: none"> a. actual classification assigned overall 	<p>Watch for "runover" portion markings.</p> <p>Portion marking would take precedence over page marking.</p> <p>Need waiver.</p>
10. TRANSMITTAL DOCUMENTS	<ul style="list-style-type: none"> a. Highest classification of info. transmitted. b. Classification of transmittal document (if any). c. If transmittal unclassified - "Unclassified when detached". 	
11. MATERIAL OTHER THAN DOCUMENTS (EQUIPMENT, MICROFILM, ETC.)		

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CLASSIFICATION OF DDA FORMS BY OFFICE

		Classification CODES*														
OFFICE	TOTAL FORMS	0	1	2	3	4	5	6	7	8	9	10	11	12	13	
O/DDA (TSAS)	84	63	-	-	6	3	11	-	-	-	1	-	-	-	-	
OTR	76	48	-	4	8	13	3	-	-	-	-	-	-	-	-	
O/Sec	197	147	1	-	11	14	1	-	1	-	22	-	-	-	-	
O/Per	350	204	10	15	54	36	9	-	-	-	22	3	-	-	-	
O/Com	100	53	6	-	7	29	-	-	-	-	5	20	-	-	-	
O/Log	214	180	3	1	6	4	14	-	-	-	4	2	1	-	-	
O/Fin	262	127	2	9	109	14	-	-	-	-	1	27	-	-	-	
OMS	96	35	-	1	41	7	1	-	-	-	3	1	-	7	1	
ODP	46	43	-	-	1	-	2	-	-	-	-	-	-	-	-	
TOTALS	1,425	900	22	30	243	120	41	-	1	-	58	53	1	7	1	

*CODES FOR CLASSIFICATIONS

- 0 - No classification preprinted on form
- 1 - Preclassified CONFIDENTIAL
- 2 - Preclassified SECRET
- 3 - SECRET (When Filled In)
- 4 - CONFIDENTIAL (When Filled In)
- 5 - Classifications across top with check box for choice
- 6 - Preclassified TOP SECRET
- 7 - TOP SECRET (When Filled In)

- 8 - Codeword
- 9 - Administrative Internal Use Only
- 10 - Marking - Caution Form requires secure storage in the field.
- 11 - For Official Use Only
- 12 - Medical Confidential
- 13 - Medically Privileged Information (When Filled In)

CURRENT PRACTICE OF PREPRINTING CLASSIFICATION ON FORMS

1. When form classified after fill in and only 1 classification has been approved

CONFIDENTIAL (when filled in)	SECRET (when filled in)	TOP SECRET (when filled in)
----------------------------------	----------------------------	--------------------------------
2. When form is classified in its blank stage

CONFIDENTIAL	SECRET	TOP SECRET	(may contain codeword also)
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3. MULTIPLE classification boxes where originator assigns classification

<input checked="" type="checkbox"/> UNCLASSIFIED	<input type="checkbox"/> INTERNAL USE ONLY	<input type="checkbox"/> CONFIDENTIAL	<input type="checkbox"/> SECRET	<input type="checkbox"/> TOP SECRET
--	--	---------------------------------------	---------------------------------	-------------------------------------
4. Classified or Unclassified and exempt from FOIA (also may carry no classification boxes but FOIA printed in top margin)

<input checked="" type="checkbox"/> UNCLASSIFIED	PRIVILEGED INFORMATION NOT TO BE RELEASED EXEMPT FROM FREEDOM OF INFORMATION ACT	<input type="checkbox"/> SECRET
--	--	---------------------------------
5. USED WHEN THE ORIGINATOR ASSIGNS THE CLASSIFICATION

	classify as appropriate
--	-------------------------
6. Where form is determined to be unclassified after fill in

BLANK AREA AT TOP AND BOTTOM OF FORM

7. For envelopes, aperture cards, file folders, etc.

CLASSIFICATION ASSIGNED (with a clarifying statement underneath saying: (when material inserted) or (when film exposed))

8. When forms are not classified but are unique and not to be taken from Bldgs.

ADMINISTRATIVE INTERNAL USE ONLY OR OFFICIAL USE ONLY

CURRENT MARKINGS USED ON FORMS

1. When preprinted classification appears	CL BY 000000 E2IM DET
2. When multiple classification boxes and originator assigns classification	CL BY E IMPDET
3. When no classification or check boxes preprinted and originator assigns classification	No markings - originator types or stamps
4. When preprinted classification or multiple check boxes, but form is destroyed immediately after action, i.e. code sheets	CL BY 000000
5. When form is approved (by DDO) for overseas use (shipped in bulk) and is not preclassified in blank stage	CAUTION: Form requires secure storage in field.
6. When codeword	Authorized markings including border identification and ink colors
7. Caveats and Disseminations markings where appropriate	Espionage clause DISSEM. NO DISSEM. ETC.

8. Sources and Methods
Warning

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TRANSMITTAL SLIP		
11 August 1978		
TO: <input type="text"/>		
ROOM NO.	BUILDING	
REMARKS: There will be another meeting of the Marking Task Force on Thursday, 17 August 1978 at 1:00 p.m. in Room 7D-32 Headquarters.		
FROM: Hazel		
ROOM NO.	BUILDING	EXTENSION

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